

Desk Instruction 2.6
“Resource Conversation and Recovery Act
(RCRA) Permitting”

April 30, 2004

Revision 0

Approved by: _____

Date: _____

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1.0 Introduction

This desk instruction provides guidance on the process to be used for the review and approval of *Resource Conservation and Recovery Act* (also known as *RCRA*) environmental permit documentation related to the Office of River Protection (ORP) mission and work scope.

2.0 Expectations

The Office of Environmental, Safety and Quality (ESQ) Environmental Division (ED) serves as the RCRA regulatory compliance support function for the Office of River Protection. The ED is responsible for ensuring that regulations are properly and accurately complied with and implemented into documents, permits and supporting permit documentation. The ED is responsible for supporting comment resolution on RCRA deliverables with the appropriate regulatory agency.

3.0 Application

This instruction applies to all ORP employees having any involvement preparing, reviewing, or transmitting Resource Conservation and Recovery Act (RCRA) environmental permit documents.

4.0 Process

Generally, environmental permits are obtained, modified, or renewed following the steps provided below:

Step #	Description	Performer	Support
Step 1	Receive draft permit documentation (e.g., application, modification request, or other submittal) from contractor or contracting officer (or Richland Operations Office as applicable) for review.	Contracting Office or Environmental Compliance Subject Matter Expert (SME)	Contracting Officer or Contracting Officer Representative
Step 2	Determine team to review draft permit documentation based on the scope of the permit documentation. Determine Review Team Lead. Distribute draft permit documentation to Review Team. Note: Review Team may consist of Environmental Compliance Subject Matter Expert, Legal Counsel,	Environmental Compliance SME	Mission Elements (Line Organization)

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	affected Mission Elements, and Support Services staff.		
Step 3	Review the permit documentation for acceptability (using appropriate guidance and regulatory review criteria).	Review Team	N/A
Step 4	If information is not acceptable, submit comments to Review Team Lead, then go to step 5. If acceptable, go to step 6 to finalize permit documentation in ORP.	Review Team	N/A
Step 5	Transmit comments to contractor or transmit comments to ORP. Resolve comments through use of partnering process. Then go to step 1, as appropriate.	Review Team Lead	N/A
Step 6	Receive formal certified contractor submittal from Contracting Officer or Contracting Officer Representative.	Environmental Compliance SME	Mission Elements
Step 7	Prepare correspondence transmitting permit application to Ecology.	Environmental Protection SME	Assistant Manager and/or Mission Element Lead
Step 8	Obtain ORP (and RL as appropriate) concurrence and certification signatures for permit documentation, as needed. May include briefings for ORP management team as needed.	Environmental Protection SME	Mission Elements
Step 9	Receive draft permit from regulatory agency.	Environmental Protection SME	N/A
Step 10	Determine ORP and contractor team to review draft permit based on the scope of the permit. Determine Review Team Lead. Determine regulatory criteria for reviewers to use. Distribute draft permit and review criteria to Permit Review Team.	Environmental Protection SME	Mission Elements

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	Note: Permit Review Team may consist of Environmental Protection Subject Matter Expert, legal counsel, affected ORP Mission Elements, RL staff (as needed), and affected contractor(s).		
Step 11	Review draft permit using regulatory criteria. Submit comments to Review Team Lead.	Permit Review Team	N/A
Step 12	Discuss and finalize comments.	Review Team	N/A
Step 13	Prepare transmittal letter and submit comments to regulatory agency.	Environmental Protection SME	Mission Elements
Step 14	Receive final permit from regulatory agency. Distribute to Permit Review Team.	Environmental Protection SME	N/A
Step 15	Review final permit.	Review Team	N/A
Step 16	If permit is not acceptable, repeat steps 14-18, as needed or use established regulatory agency process to appeal the permit. If permit is acceptable, proceed to the next step.	Review Team	N/A
Step 17	Distribute final permit to affected Mission Elements and other interested ORP organizations (and RL, as applicable) for implementation.	Environmental Protection SME	Mission Elements
Step 18	Transmit final permit to affected contractors for implementation.	Environmental Protection SME	Mission Elements

5.0 Suggested Guidelines

The documentation and subsequent comment packages have due dates and response times established in the regulations and/or the Tri-Party Agreement. Reviewers of the draft/final applications and permits need to be sensitive of these due dates and timelines. Identifying the proper review teams at the beginning of the process will help reduce the amount of time to process the permit.

When preparing the final permit documentation submittal package, ensure that RCRA or other permit applications have been signed by the appropriate operating contractor(s).

Review of permit documentation may be conducted formally (e.g., contract deliverable) or informally. Informal comments can be shared through such mechanisms as email, exchange of text mark-ups, and workshops. Resolution is documented through similar means. Formal comments are transmitted to the contractor via DOE correspondence, and comment resolution should also be documented through formal letters.

6.0 References

DOE Order 414.1, *Quality Assurance*

DOE Order 5480.4, *Environmental Protection, Safety and Health Protection Standards*

DOE Policy 450.1, *Environmental Protection, Safety and Health Policy for the Department of Energy Complex*

DOE Policy 450.6, *Secretarial Policy Statement Environmental, Safety and Health*

SEN 22-90 *DOE Policy on Signatures of RCRA Permit Applications*

TID-006-03, *Regulatory Compliance and Analysis Division, DOE-Richland Operations Office, Technical Information Document*, dated 9/22/2003

Exhibit I - Obtaining, Renewing, or Modifying Environmental Permits (Part 1)

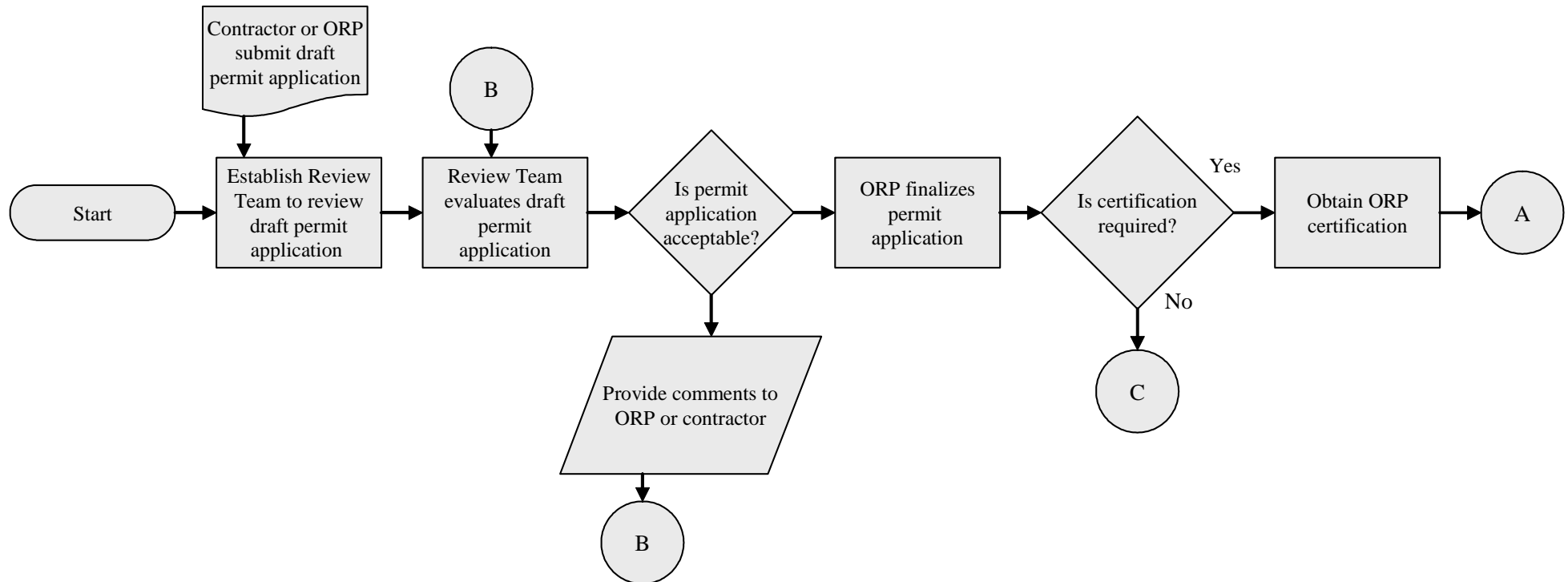


Exhibit II - Obtaining, Renewing, or Modifying Environmental Permits (Part 2)

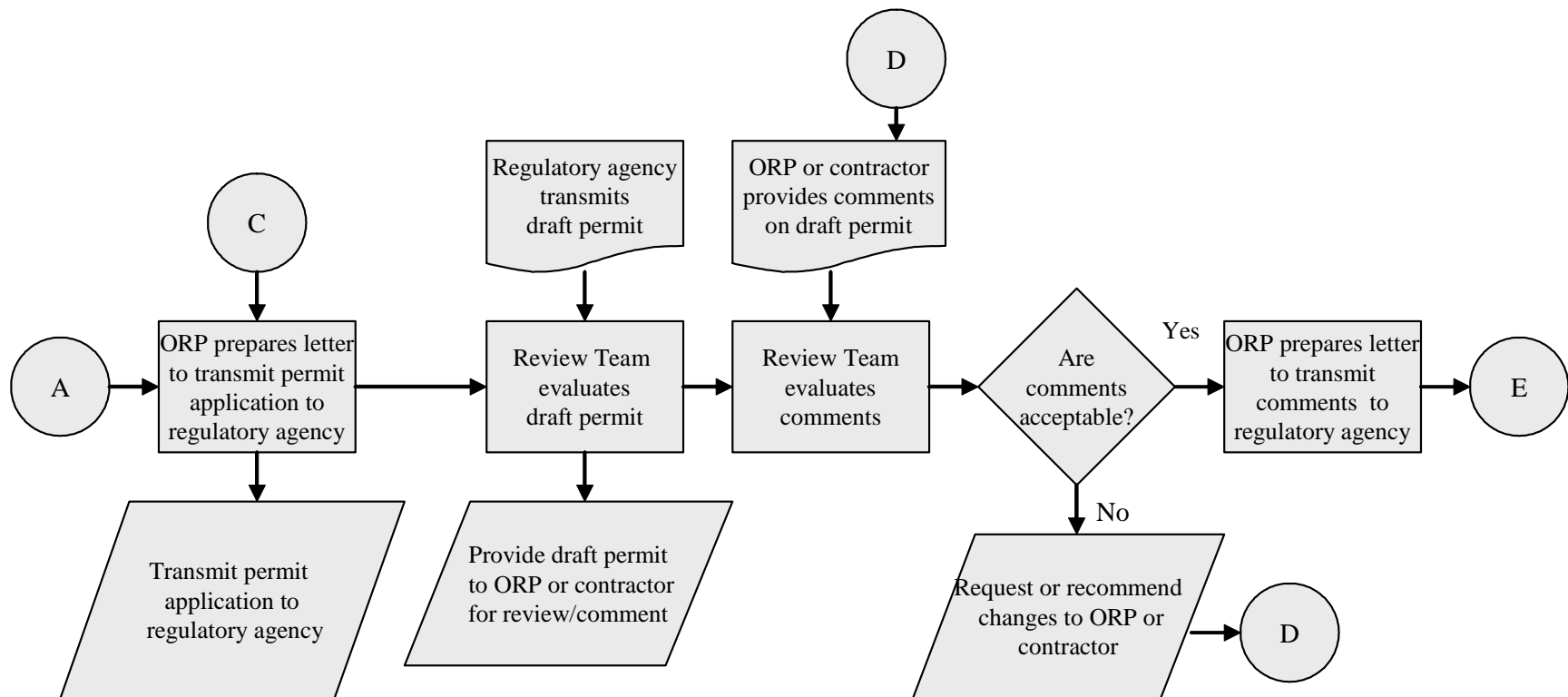


Exhibit III - Obtaining, Renewing, or Modifying Environmental Permits (Part 3)

